**Kentucky Preschool Program**

**2021-2022 Locally-Designed Program Request Form**

**BACKGROUND**

In Kentucky the standard preschool program operation is either four or five half- or full-days (704 KAR 3:410). However, a district may adopt a locally-designed program with approval from the Kentucky Department of Education Chief State School Officer.

KDE will consider requests for a locally designed, alternate-day program that does not:

* Adversely affect the students’ readiness to enter kindergarten in terms of social, emotional, and academic indicators; and
* Adversely impact the ability to meet the needs of children with disabilities in an adequate manner.

Districts should assess programmatic and financial impacts before seeking approval from KDE for an alternate day schedule. Head Start, Community Early Childhood Council (CECC), childcare, parents, families and local agencies should be consulted to ensure the change addresses local needs for state-funded preschool.

**SECTION ONE**

Date of Request:

District Name:

Contact Name:

Title:

Email:

Phone:

**SECTION TWO**

1. Describe the purpose for requesting implementation a locally-designed program. *(Include in your response why preschool program services cannot be implemented with a standard preschool operation schedule.)*
2. Describe the new program design and attach a copy of the comprehensive daily schedule. (*Note that schedules must include at least 10 hours of instruction time, not including meals, bathroom breaks, and/or rest-time.)*
3. Describe role of families and community partners in the decision to request a locally-designed program and schedule.
4. Describe any changes planned for the local evaluation process, as required by 704 KAR 3:410 Section 9, to collect data and determine the impact and effectiveness of the new program design and schedule.

**REVIEW PROCESS**

Please allow at least 30 days from the time of receipt for review. Time may be extended when additional information is requested to complete the process.

**APPLICATION SUPPORT**

Please contact Andrea Bartholomew with the Kentucky Department of Education at 502-564-4970 extension 4722, ([andrea.bartholomew@education.ky.gov](mailto:bill.buchanan@education.ky.gov)) with questions about the application process.